

MEETING MINUTES

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING

MARCH 3, 2005

1. Roll Call

In the absence of the Chair, Vice Chair Robert Gagliardi called the meeting to order at 9:00 a.m. Directors present included Robert Gagliardi, Richard Lappin, Joseph Paolino, Sr., Christopher Placco, Maria Ruggieri and Stanley Weiss. Directors Arnold B. Chace, Evan Granoff and Judith Cullen were absent. Ex-officio Directors present included Diana Burdett, Joseph DiBattista, Joshua Miller and Jerry A. Sansiveri.

Providence Foundation staff present included Daniel A. Baudouin, Executive Director and Kathy Cadoret, Executive Assistant. Also present were Urban Place Consulting employees Frank LaTorre, Director of Public Space, and Vivianne Rico, Office Manager.

Others present were: Steve Gibson and Rena Masten, Urban Place Consulting Group; Steve Hillard and Frank Zammarelli, Block by Block; Michael Corso, Charles Redihan, Greg Smith, and Arthur Speaks.

Frank LaTorre introduced Frank Zammarelli, the new Operations Manager for the DPDMA, and Vivianne Rico, the new DPDMA Office Manager.

2. Approval of Minutes of the February 3, 2005 Meeting

A motion was made by Director Weiss to approve the minutes of the February 3, 2005 meeting. The motion was seconded by Director Placco and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

3. Financial Report & Procedures

Board member Jerry Sansiveri reported that QuickBooks has been selected as the DPDMA accounting software. A new chart of accounts needs to be established. The Providence Foundation has been handling all transactions up to this time, but once the software is installed the processing can be done by the DPDMA Office Manager. Financial information would be available to distribute to the Board by April. Steve Gibson stated that detailed procedures would be written

for the QuickBooks program as well as other Office Manager duties so that in her absence there would be instructions on how to perform those functions.

Mr. Gibson reported that revenues of \$149,810 have been collected on first quarter assessments, with an additional \$33,000 for other quarter assessments. He recommended that a follow-up letter be sent out in the next 2 weeks to property owners who have not yet paid. The Board was in full agreement that a follow-up letter be sent. A full report would be presented at the next meeting on paid and unpaid accounts. Mr. Baudouin stated that there are some problems with mail being returned to us as undeliverable. Work needs to be done to locate the owners of these properties. Mr. Sansiveri stated that since this is a new program it would be appropriate to have a grace period before the 12% interest rate is applied to unpaid accounts.

Mr. Baudouin reported that full insurance is in place, including business owners insurance with The Hartford (arranged through Mastors & Sargent); and D&O insurance with US Liability Insurance (obtained through Aeico Insurance, a Roger Williams University company). Block by Block has insurance in place, and DPDMA is co-insured not only on Block by Block's insurance policy but also on Urban Place Consulting Group's coverage.

4. Standard Protocol for Board Members

Discussion took place on areas of concern with respect to Board

protocol. It was agreed that any issues regarding clean and safe should be directed to Frank LaTorre, who would pass them on, if appropriate, to Frank Zammarelli. Important issues not considered part of day-to-day operations would be brought to the Board. Director Weiss suggested that a short report of activities be brought to the Board each month. Vice Chair Gagliardi feels that Board members have been very good about not serving self-interests and individual Board members do not want to influence the focus of the group. The DID has a very well-defined scope of services to provide, including graffiti removal as a primary focus as the weather improves.

5. Report from Urban Place Consulting and Director of Public Space
Mr. Gibson reported good progress in a short period of time. There is a lot of fine tuning needed, but he feels very good about the people in place. UPCG is overseeing it to make sure it's being done right. A copy of Frank LaTorre's update was distributed and reviewed with the Board. He reported that the majority of his time has been spent working directly with Block by Block to get the teams up and going. The 3-day training program went well, and there has been very positive cooperation of all involved, including the City (in particular Francisco Ramirez) and the Police Department. The first DID newsletter will be going out within the next couple of days. There was a great article written by Greg Smith in the Providence Journal, and people on the street have given a very positive response to the clean and safe team members they see.

6. Review of Agreement with City on Maintenance of City Services

The report outlining services that would be maintained by City departments (including the Department of Public Works, Parks Department and Department of Public Property), was distributed. Francisco Ramirez has been instrumental in getting this completed, although it needs to go back to the City for final approval. Once approved, the Mayor would sign a cover letter stating that this is the level of services the City agrees to provide. Board members felt that the City should be more specific about locations in the agreement. Upon inquiry about security services, Mr. Baudouin referred to the Police Department's commitment to working with DID safe teams that was distributed at an earlier meeting. He will redistribute Chief Esserman's letter to the Board and Operations Committee members. Following discussion, the Board called for the Operations Committee to meet to further review the Maintenance of City Services document. In conclusion on this issue, Mr. Baudouin stated that cooperation among all City entities has been good, and expects that it will continue.

7. Status Report: Director of Public Space and Block by Block; Review of Deployment Schedule

Steve Hillard presented his report entitled "Taking it to the Streets!" which outlined activities to date (recruitment and selection; uniforms and logistics; building relationships; training; deployment; numbers and an update on capital equipment). Hours of deployment were discussed, and upon inquiry from Director Weiss, it was agreed to

reevaluate the Sunday hours as well as the feasibility of having someone available by phone to take complaints about graffiti. The clean efforts have resulted in nearly 1 ton of trash being collected in the first week of operation. On the safe side, Johnson & Wales and other businesses have offered to have the safe teams meet them at their locations so the teams know where they are located, and to encourage relationships among themselves. Mr. Baudouin spoke about the Downtown Providence Security Network which was brought together by the Foundation to enhance communication and awareness between the police and security personnel throughout downtown. Frank LaTorre attended the last DPSN meeting and will provide coordination for this group. Lt. Figueiredo is the Police Department lead for the DPSN. Frank Zammarelli stated that he is working with the Police Department to develop the safe team. Fine tuning is ongoing, and training continues. Work is also continuing in the team's training with respect to the homeless population. Communication is ongoing with the police as well as homeless agencies and advocates to enhance the team's understanding of rules of engagement and expectations in dealing with the homeless.

8. Designation of New Filing Coordinator

As part of the transition of duties from the Foundation to the new DID staff, Vivianne Rico was recommended to replace Kathy Cadoret as the DPDMA Filing Coordinator, responsible for taking meeting minutes as well as the various filing requirements of the Open Meetings laws. Upon motion made by Director Weiss and seconded

by Director Lappin, a roll call vote was taken as follows to designate Vivianne Rico as the new Filing Coordinator.

Director Gagliardi Yes

Director Lappin Yes

Director Paolino Absent for the vote

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

9. Adjournment

There being no other business, upon motion made by Director Placco and seconded by Director Weiss, the Board voted unanimously to adjourn at 10:35 a.m.

Respectfully submitted,

Kathleen S. Cadoret

Daniel A. Baudouin

Vivianne Rico